

Inform Employees about Records

WAC 296-802-300

Summary

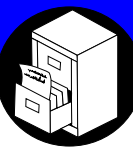
YOUR RESPONSIBILITY:

To inform current employees about their medical and exposure records

You must

Inform current employees about their medical and exposure records
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Inform Employees
about Records



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Rule

WAC 296-802-30005

Inform current employees about their medical and exposure records

You must

- Inform employees covered by this rule about medical and exposure records when they first start employment, and then at least annually. Include the following information:
 - Where the records are located
 - Who is responsible for the records
 - Who to contact for access to the records
 - Their rights to copy the records.
- Make copies of this rule available upon request to employees.
- Distribute to your employees any information about this chapter that you are given by the department.



Note:

Some of the ways to inform employees that you have medical and exposure records include e-mail, letters, posters, or classroom training.

